

JOB ANNOUNCEMENT
LCO Deputy Clerk of Court

Position Description: LCO Deputy Clerk of Court—Limited Full-Time
Salary: Negotiable
Hours: 40 hours per week
Location: LCO Tribal Administration Bldg.
Department: Tribal Court
Supervisor: Court Administrator
Administration: LCO Tribal Government Personnel Policies and Procedures Manual
Posting Date: November 3, 2016
Closing Date: November 18, 2016

Position Description:

The Deputy Clerk of Court shall assist the Court Administrator in all the necessary duties associated with the efficient operations of general office duties. The Deputy Clerk of Court will also be responsible for overseeing the collection of fines for Traffic, Conservation and Truancy, as well as inputting updated information into the Case Management Software and other duties as assigned.

Qualifications:

1. Must have High School Diploma or equivalent. Associate Degree in Business Administration and/or Criminal Justice preferred.
2. Tribal preference applies.
3. Willingness and ability to learn duties as delegated.
4. Ability to maintain and follow up on payment and collection of fines.
5. Proficiency with working with computers with emphasis in Microsoft Word and Excel.
6. Ability to work with various types of software programs.
7. Knowledge of general office principals.
8. Must be accurate and detail oriented.
9. Team player, courteous and professional to co-workers and general public.
10. Professional attire is required.

Duties and Responsibilities:

1. Tribal Court expectations include but are not limited to:

- a. Assist general public with routine information including but not limited to, giving and receiving forms, copying of non-confidential and confidential material, scheduling of appointments, responding to requests, etc. Answers questions from attorneys and other office staff.
- b. Maintain and update Traffic, Conservation and Truancy fine payments.
- c. Clerk during Traffic, Conservation and Truancy hearings. Participate during any designated hearings assigned by supervisor.
- d. File, set hearing and notify for any hearings when Court Administrator is unavailable.
- e. Maintains court calendar when Court Administrator is unavailable.
- f. Typing as needed, including but not limited to, letters, memos, envelopes, labels and entering information into the Collection Manager software.
- g. Organization of Tribal Court documents.
- h. Filing as delegated, fax machine operation, and copy machine operations.
- i. Answering telephone calls and maintaining a call log book and taking messages as necessary.
- j. Shredding of designated materials.
- k. Additional duties or miscellaneous general office duties as assigned by supervisor.

Application Procedure:

Submit complete LCO Employment Application, resume, at least three (3) personal letters of references, cover letter and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. Preliminary background check(s) will be conducted upon receipt of application.

Mail information to:

Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W. Trepania Road
Hayward, WI 54843
Telephone # 715-634-8934
Fax # 715-634-4797

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.